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20 JAN 1975

MEMORANDUM FOR: Associate Deputy Director for Intelligence
Associate Deputy Director for Operations
Associate Deputy Director for Science and
Technology
Inspector General
General Counsel
Deputy to the DCI for the Intelligence
Community ✓

SUBJECT : Proliferation of Sensitive Documents

In pursuit of our preparation for the Presidential Commission and the various Congressional committees, a considerable amount of sensitive information has been assembled in various documents which have been routed to you. Words of caution, as stipulated in Mr. Kane's attached memorandum, are appropriate for all of us to keep in mind. Your cooperation in proper handling of these documents is most welcomed.

/s/ JOHN N. McMAHON

John N. McMahon
Associate Deputy Director
for
Administration

Attachment

ADMINISTRATIVE - INTERNAL USE ONLY

20 JAN 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Security of Documents Developed Relative
to the Charge of Illegal Activities on
the Part of the Agency

1. From my involvement in this particular project I have become concerned with the security of the documents which have been developed in connection with this particular project. I am concerned that in view of the "crash requirements" involved, a lack of care in the handling of these documents has developed. I am further concerned that the inadvertent release of the information contained in these documents to unauthorized sources, either inside or outside the Agency, could cause irreparable damage to the Agency.

2. In view of the above, I recommend first of all that all personnel involved in this project be reminded of the sensitivity of the documents and urged to give their security their closest attention. Secondly, I would urge personnel involved in the project not to duplicate these documents unnecessarily. Finally, I would urge all personnel involved to return these documents to the proper authority, i.e., either the IG or Office of Security, whenever they are no longer needed.

3. I intend to so inform personnel in the Office of Security. I recommend that you possibly take this up with Mr. Knoche, who might be in the best position to relay the information to individuals supporting the project.

[Redacted Signature]

Charles W. Kane
Director of Security

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